

Date: March 9, 2007

To: Summer Food Service Program Applicants

From: Cassandra Pope, SFSP Coordinator, Child and Adult Nutrition Services

RE: Summer Food Service Program (SFSP) Application/Agreement and Administrative Workshop

You know spring is coming when ... your neighbors venture out of their houses and greet one another like-long lost family members. With spring nearly upon us, summer is close enough to almost taste foods like watermelon, BBQ's, and who can forget corn on the cob? This means it is also time to complete the Summer Food Service Program (SFSP) Application/Agreement forms. Many children need the vital nutrition provided by these programs throughout the summer. Enclosed is a copy of the Application for the SFSP. A completed application must be returned to Child and Adult Nutrition Services by **April 10**.

Every sponsor of the SFSP must meet certain requirements. A sponsor must be:

- { a public or private nonprofit school food authority;
- { a residential summer camp;
- { a state, local, municipal, tribal, or county government organization;
- { a public or private college participating in the National Youth Sports Program, and/or
- { a private nonprofit organization.

Private institutions must be tax-exempt under section 501(c) 3 of the Internal Revenue Code of 1954 as amended. Any new private, nonprofit sponsors must submit a copy of the IRS letter granting this tax exemption. All institutions must demonstrate adequate administrative and financial responsibility to manage an effective food service at sites that serve needy areas. Sponsors must also provide a year-round public service to the area in which they intend to provide the summer program. Sponsors that offered the program in prior years must have a satisfactory performance record or they will not be accepted. Tribes may be sponsors for their government districts. Individual Tribal Government Districts may not be sponsors.

A brief description of what is in this packet is as follows:

Part I (page 1-4) is the Combined Application for Child Nutrition Programs. For sponsors that participate in other child nutrition programs, Part I is the same for all programs. **Please find your copy of the Combined Application and make any necessary changes.** It gathers basic information for all programs the agency participates in. Send a copy of the updated Combined Application with the completed application. If the Summer Food Service Program is the only program that the Local Agency participates in, please fill out a new copy of Part I.

Part II (page 1-6) is the Application for the specific Programs – Summer Food Service Program (SFSP). The agency should submit one copy of Part II and any necessary attachments.

Part III (page 7-12) is Site Information. This section of the agreement has specific questions for each site. If the agency has multiple sites, make additional copies of Part III and return a completed Part III for each site.

Part IV (page 13-15) is the Free Meal Policy Statement. Agencies that have not participated in the SFSP in the past must complete and return the program policy statement with all the required attachments (letter to parents, eligibility application, public release, etc. If you plan to use the forms as they are, indicate that on each form. If changes are made, they must be submitted for approval prior to use. This section is permanent and will be maintained on file until such time that the state agency or the Sponsor requests a change. If the local agency would like to change their status of the Free Meal Policy Statement, please contact Child and Adult Nutrition Services. If you are a new agency you must complete Part IV.

Part V (page 16-19) is the Summer Food Service Program Application/Agreement. Read this part carefully, and keep it on file with your application. You do not need to return this part.

Part VI (page 20-21) is the Appeal Procedures. – Read this part carefully, and keep it on file with your application. You do not need to return this part.

Commodity Order (page 22-25) is the part of the application that will be filled out in order to receive commodities for the SFSP. This commodity order blank must be returned by **April 10**. The commodity allotment in SFSP has remained at 1.5¢ per child's meal for over twenty years. Also, the minimum fee paid for each delivery is \$40.00 freight charge. Please take these amounts into consideration when ordering your commodity items for the SFSP.

Attachments (page 26-44) This section is to be completed and returned as applicable. Not all programs will need to fill out all attachments and return them. Carefully read the description of each attachment on the first page of this section and determine what section(s) will need to be returned.

Substitute W-9 If this is a new sponsor or if the only child nutrition program the agency participates in is the SFSP, complete the enclosed Substitute W-9 and return it to the State Agency with the completed Application/Agreement. The Substitute W-9 must be completed before payment can be processed. These forms are reviewed periodically and if a local agency has not received a payment in the preceding nine months, the form is removed. Therefore, if the agency has not received a payment from the state since last summer, the Substitute W-9 form will likely have been removed from the file.

Program funds are made available from USDA to eligible approved sponsors through the State Agency (Child and Adult Nutrition Services – CANS). Start-up payments and advances are available to those sponsors that need them. **Claims for reimbursement are due to the State Agency by the 10th of the month following the service of meals** for prompt payment. Claims submitted after that date will be processed with the next month's claims. Claims submitted after 60 days of the end of the month being claimed cannot be paid. If the program operates 10 days or less in the first month, these days may be added to the next month's claim. If the program operates 10 days or less in the last month, these days **must be added** to the preceding month's claim.

Read all parts carefully before signing Part I, as your signature indicates your agreement to abide by all requirements outlined in Parts IV, V, and VI, as well as your assurance that the information provided in Parts I, II and III and the Attachments is true. If you are not making changes to Part I please date and initial a copy and return it with the agreement packet. A copy of the signed Application/Agreement will be returned to you when the Application/Agreement approval process is completed. For those sponsors wishing to have an Application/Agreement packet in computerized format, the forms can be downloaded off the CANS - SFSP webpage at <http://doe.sd.gov/oess/cans/sfsp/index.asp>. A hardcopy must still be mailed to Child and Adult Nutrition Services. The Application/Agreement can not be sent in electronically, because it must have an original signature.

The Application, Site Information, and corresponding Attachments must be returned to CANS by **April 10**. No participation may be authorized unless this Application/Agreement is completed in its entirety, and approved as required by the existing 7 CFR Part 225 regulations. Sites operated by a sponsor in the SFSP are not eligible to participate in the Special Milk Program for Summer Camps. Please return your

applications to Child and Adult Nutrition Services as soon as possible to ensure that applications are processed in a timely manner.

Return the completed application to:

Child and Adult Nutrition Services - DOE
800 Governors Drive
Pierre SD 57501-2235
Phone: (605) 773-3413
Fax: (605) 773-6846

It is recommended that a SFSP notebook be created for each year of operation of the program. A copy of relevant information must also be forwarded to the appropriate person within the sponsoring organization. Relevant SFSP information which should be in a SFSP notebook includes:

- { Summer Food Service Program Federal Regulations
- { Administrative Guidance for Sponsors
- { Nutrition Guidance for Sponsors
- { Monitor's Guide
- { Site Supervisor's Guide
- { Sample Worksheets (Claims for Reimbursements, appropriate worksheets for proving costs, etc.)
- { Application/Agreement packet
- { Menu and Production Records
- { Meal Count Sheets
- { Grains/Bread Chart
- { Income Eligibility Guidelines (for camps and enrolled sites)
- { SFSP Meal Pattern Requirements
- { Monitor's Review Reports
- { Training Documentation and sample worksheets used
- { Contracts (if applicable)

Bring your SFSP notebook, Application/Agreement packet, and any questions you may have to the Administrative Workshop. If you have the Application/Agreement packet ready to turn in at this time it can be given to the State Agency representative during the training session. **Attendance at the Administrative Workshops is explained in the 2007 SFSP brochure and is required for all sponsors.** If there are any questions that need to be answered before the workshop, contact Cassandra Pope at (605) 773-3110 or e-mail cassandra.pope@state.sd.us

For your records:

(Place the date beside the item when it was completed.)

All Sponsors:

- _____ A completed Part I was returned to CANS.
- _____ A completed Part II was returned to CANS.
- _____ A completed Part III for each site was returned to CANS.
- _____ A signed copy of Part IV was returned to CANS.
- _____ Parent Letter and Eligibility Application (Attachment B).
- _____ Public Release (Attachment C).
- _____ Notification of Eligibility (Attachment D).
- _____ Health Inspection Letter (Attachment F).

All new sponsors and sponsors who do not participate in child nutrition programs other than the SFSP:

- _____ Substitute W-9 / Taxpayer Identification Number (TIN) Verification.

New Private Nonprofit Sponsors:

- _____ 501(c)3 Tax-exempt status from Internal Revenue Service (IRS).